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ABSTRACT

This document provides guidelines for Idaho libraries applying for Library Services and Technology Act (LSTA) grants for fiscal year (FY) 1999. The following sections are included: (1) competitive grant timeline; (2) Idaho State Library Development Division staff; (3) preferred future for Idaho libraries; (4) description of the LSTA subgrant program; (5) who can apply for LSTA grant funds; (6) when applications are due; (7) the grant project period; (8) how "winning" grant applications are selected for funding; (9) how grant funds are distributed; (10) bureaucratic red tape and strings attached to federal funds, including what is expected of grant recipients, federal regulations that apply to the use of these funds, and certifications required of the grant recipient; and (11) FY 1999 LSTA allocation plan. The appendices list requirements for: eligibility; all projects; projects involving machine readable records; planning projects; district projects; individual continuing education projects; and Read-to-Me projects. (MES)

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Library Services and Technology Act

FY1999 LSTA GUIDE

Administered by:

Idaho State Library

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THE PURPOSE OF THIS GUIDE

This guide was prepared to help you decide whether to apply for LSTA grant funds from the Idaho State Library. With this guide we hope you will be able to determine:

- What funds are available and who may apply for them,
- What the process is for applying for funding,
- What types of projects are likely to be funded, and
- What will be expected of you if you are awarded a grant.

For questions that the guide does not answer, please call or e-mail your library consultant or the grants analyst. We would like to hear your comments about this guide and how we can make it more helpful to you.

FY1999 LSTA GRANT PROGRAM GUIDEBOOK
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1. Competitive grant time line

Week	Date	Activity
	August 7,1998	• Idaho State Library (ISL) Board meeting to approve the FY1999 Allocation Plan
1	August 14	• Invitations to apply mailed to all libraries; libraries contact consultant to request application packets (LSTA Guide, Draft Application, Eligibility Checklist)
9	October 9	• Deadline for Draft Application; staff review begins
15	Nov 18 - 19	• LDD meeting to review Draft Applications
15-16	Nov 20 - 27	• Feedback to applicants, Full Applications to those invited
22	Jan 4, 1999	• Deadline for Full Applications; staff review begins
	late Jan	• Advisory Council meeting to review Full Applications and evaluate FY1998 program (ILA Legislative Day?)
	early Feb	• ISL Board meeting to approve Applications
	Feb	• Administrative forms and grant agreements mailed to subgrantees
30	March 1	• Projects begin upon ISL's receipt of signed grant agreements
	April	• Revised 5-year Idaho plan (2000 - 2004) due to IMLS

2. Development Division staff

Requirements under project descriptions include contacting the appropriate State Library Consultant to discuss your project. Following is a list of the consultants, their phone numbers and e-mail addresses.

Boise Office
325 W State Street
Boise 83702

Phone: 208-334-2150
1-800-458-3271
Fax: 208-334-4016

Marj Hooper, Library Consultant	mhooper@isl.state.id.us
Gardner Hanks, Continuing Education Consultant	ghanks@isl.state.id.us
Rand Simmons, Networking Consultant	rsimmons@isl.state.id.us
Peggy McClendon, Special Projects Coordinator	pmclend@isl.state.id.us
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Pamela Bradshaw, Administrative Assistant	pbradsha@isl.state.id.us
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Grants Analyst - vacant	

Northern Field Office
2201 Government Way
Coeur d'Alene 83814

Phone: 208-666-6703
1-800-330-7070
Fax: 208-666-6705

Lucretia Pladera, Library Consultant	lpladera@isl.state.id.us
Marianne Cieryca, Secretary	mcieryca@isl.state.id.us

Eastern Field Office
PO Box 50919
Idaho Falls 83405

Phone: 208-525-7211
1-800-548-6212
Fax: 208-525-7255

Frank Nelson, Library Consultant	fnelson@isl.state.id.us
Debby Wylie, Secretary	dwylie@isl.state.id.us

3. Our preferred future

In the spring of 1998, the State Library sponsored a Futures Conference for the library community as a first step in developing a new statewide plan for library development. In that process, a number of small groups each developed a "preferred future" for Idaho libraries in 2008. Eight concepts were identified as common ground among those preferred futures, and these form the basis of the key strategies for achieving our Preferred Future. Each proposal submitted under the LSTA grant program must directly support at least one of the following strategies:

- Continuous access and service to anyone, anywhere, anytime
- Boundary-less, organic network with unified interface
- Cutting edge technology, gateway to the world
- Fantastic, flexible, functional, fun facilities at heart of the community
- Common, stable, creative public/private funding
- Politically organized and coordinated library community
- Coordinated continual learning for staff and patrons
- Real people, human touch is maintained and enhanced

These common ground elements are the foundation of our preferred future for Idaho libraries that will guide our statewide planning, and hence our grant programs, for the next several years:

> Imagine Idaho covered by a web of fantastic libraries equally accessible by all residents. Some are magnificent public buildings that are the hubs of their respective communities, with information in formats ranging from picture books to virtual reality, quiet study and tutoring areas, public meeting spaces both inside and out, friendly and professionally trained staff, and electronic connections to the world beyond. Others are the heart of schools, colleges and universities, hospitals, and other public service centers.
>
> Look more closely at the library hubs and see park-like grounds, an in-house café that welcomes readers and informal gatherings, and extensive cultural and historical displays. Adults and children come to these grand public buildings as students, business people, informal learners, hobbyists, community volunteers, and interested individuals to interact with both human and electronic information experts to learn about, explore, and enjoy the world around and beyond them.
>
> Completing the web are branch libraries with varying specialties, information kiosks, and reference centers located throughout each county and linked electronically to each other and to the hubs. This web of libraries is the interface to a boundary-less, organic network of information, and serves all types of library users. No matter where information is held around the world, library users are able to find it, access it and use it. And they do this at anytime, day or night, either by coming to the library or by accessing the library from wherever they are.
>
> But the library is more than high tech; it is also high touch. While new library services

are based on the newest, cutting edge technology, they are provided by well-trained, friendly, library staff. Through user education, staff members keep their communities informed about the constantly changing services the library has to offer. And they help users become critical consumers of the wide variety of information services available.

Because of the importance of information and education, the library is a vital partner in every "community" whether that community be a town, a school, a college or university, or a business or hospital. Librarians are strong advocates for the services they provide which brings solid political support for them in every community. Community members also recognize the importance of these services, so all libraries are strongly supported through a common and stable source of private and public funding.

4. What is the LSTA sub-grant program?

The Idaho State Library is a recipient of federal funding for support of libraries through the Library Services and Technology Act (LSTA) passed by Congress in 1996. The act provides funding to states to:

- Establish or enhance electronic linkages among or between libraries,
- Link libraries with educational, social, or information services,
- Assist libraries to access information through electronic networks,
- Provide incentives for libraries to establish consortia and share resources,
- Pay costs for libraries to share computer systems and telecommunications technologies, and
- Target library and information services to persons having difficulty using a library and to under served urban and rural communities, including children from families with incomes below the poverty line.

The State Library will make competitive sub-grants to eligible libraries and library consortia for projects which address one or more of the needs identified in the Act. For more information on the types of projects which the State Library intends to support with this program, see Section 11 of this Guidebook, the FY1999 Allocation Plan.

5. Who can apply for LSTA grant funds? Who can participate in LSTA grant projects?

In general, libraries, library consortia, and other non-profit organizations can apply for grant funds and participate in grant projects that are consistent with the purposes of the Library Services and Technology Act (see Section 4 above).

In addition, the library or non-profit organization must be "eligible" to participate in grant projects funded by the Idaho State Library. The Checklist of Eligibility Requirements is found in Appendix A. Consult that list to determine your library's eligibility to apply or participate. The

checklist is also a part of the Draft Application Form. If you file a Draft Application, that checklist must be completed and submitted with it.

- Any library must meet the requirements of section 1 of the Eligibility Requirements as well as the specific requirements of sections 2 and 3 which are applicable.
- Any library consortium must meet the requirements of section 4.
- Any non-profit organization must meet the requirements of section 5.

A library that does not meet the eligibility requirements may participate in a project supported by LSTA funds and receive project services upon State Library approval, but may not receive grant funds or equipment or materials purchased with grant funds.

6. When are applications due?

The first step in applying for a grant under this program is to contact the State Library Consultant in your area (see Section 2 above). After discussing your proposal with you, that Consultant may refer you to another of our consultants or special project coordinators with specific subject expertise (literacy, networking, CE, or advocacy for example). ALL applicants must keep their State Library Consultant informed throughout the process of developing their proposal. Failure to consult with the State Library before submitting the Draft Application will result in disqualification for this grant cycle.

The second step is to submit a Draft Application. Based on that information, selected applicants will be invited to submit a Full Application. For both these steps the deadline, listed in the Timeline in Section 1 above, requires that the completed forms either be postmarked by the due date or actually be delivered to the State Library's Boise office by 5:00 pm on the due date. Applications postmarked after or received after the due date will not be considered for funding.

7. What is the grant period?

LSTA grants are funded on an annual basis. For the FY1999 program year, the State Library intends to make grant awards on March 1, 1999. Project end-dates are anticipated to be February 29, 2000.

If your project is anticipated to require more than 12 months to complete, you should discuss the matter with your Library Consultant, and indicate the fact in your Draft Application. It may be possible to write a grant agreement for a period somewhat longer than 12 months if circumstances warrant it.

If your project is a multi-year project, that should also be discussed with your Library Consultant and indicated in your Draft Application. The State Library cannot make commitments to fund multi-year projects, but your initial application should indicate if you intend to seek additional funding for the project in future years. Be advised that subsequent applications for on-going

projects will be evaluated and ranked with all other competing applications in the grant cycle.

8. How are "winning" grant applications selected for funding?

The application process is competitive. Applicants should assume that the total of funds sought will exceed funds available under the LSTA program, so the clearer, more well-written applications which address one or more of the needs identified by the Act and Idaho's priorities are more likely to be funded.

Consistent with our Preferred Future, proposals that address library development across the service areas for several libraries or a geographic region will generally rate higher than projects that benefit only one library.

How important is the Draft Application?

The Draft Application Form, used for the first time this year, is a critical part of the application process. It calls for much more complete information than the brief Intent Forms of the past which were used only to judge eligibility of the project. The Draft Application must represent a fully developed proposal, not just an idea for a project.

The Development Division staff will invite Full Applications based on the extent to which the Draft Application questions are addressed and the extent to which the proposal addresses the priorities of LSTA, Idaho's Preferred Future, and the statewide priorities.

How will the Full Application be evaluated?

After a brief review by the Development Division staff, the Full Applications will be forwarded to the LSTA Advisory Council for discussion and evaluation. The Council members will evaluate the applications according to the following criteria:

- Planning. Is the project supported by references to the library or consortium's plan? Does the project address a *specific* objective or activity in the plan? Does the application identify steps leading up to the project and anticipated future steps if the project is successful?

- Implications for library development. If the project is successful, will it make a *significant long-term* contribution to local, regional or statewide library development?
  - Does the application show how this project will advance *specific* strategies of the library community's Preferred Future (see Section 3 above)?
  - Is the project a direct step toward one of Idaho's two development priorities:
    a. Creation of a library district or consolidation of public libraries into larger jurisdictions and/or
    b. Establishment, enhancement, or expansion (in members or services) of multitype

library networks or consortia?

- Need. Is the need documented by references to the library or consortium's long range plan, statistical information, or community analysis? Does it describe a significant need of library patrons?

- Objectives. Are the objectives clear, realistic and measurable? Do they describe a desired result of the project?

- Activities. Do the activities address the needs and objectives stated? Are the activities realistic?

- Time line. Does the time line fit within the time frame of the grant year? Is it detailed? Is it realistic?

- Evaluation. Does the evaluation address the objectives? Does the evaluation process provide some level of objectivity?

- Budget narrative. Is the budget reasonable? Does it explain clearly where the match comes from? Does is explain clearly how and why money will be used?

Based on these criteria, the Council will rank the proposed projects and recommend funding in the order in which the projects have been ranked. The Council's recommendation then goes to the State Library Board which makes the final decision on which projects will be funded.

9. How are grant funds distributed?

Projects selected by the Board for funding will receive written grant agreements. A grant agreement is a *contract* between the State Library and the grantee, committing the grantee to carry out the project, and committing the State Library to provide administration services and to provide the agreed upon funds.

Except in very rare cases, the funds are provided in the form of reimbursement of funds already spent or obligated by the grantee. At the time the grant award is made, the grantee will receive reporting forms and forms for requesting reimbursement of funds with their grant packet. Some grantees choose to submit requests on a quarterly basis, and while we prefer that approach, requests can be made more often.

Under the LSTA program, the State Library is able to draw down federal funds once per month. At the time of this writing, (June 1998) we anticipate making a draw down on the first of each month. In order to process your reimbursement request on the first of the month, we must have your correct and complete request in hand by the 25th of the prior month.

10. What bureaucratic red tape and strings are attached to federal funds?

What will be expected of grant recipients?

- All grant recipients must sign a formal grant agreement with the State Library. In the case of a public library, the agreement must be signed by the library director and the chair of the library board. In the case of a school library, the agreement must be signed by the school librarian (or director of the media center) and the person who can legally obligate the institution, which in most cases is the district superintendent. In the case of a consortium or cooperative, the agreement must be signed by the executive director or chief staff person and the chair of the governing body. An application from an institutional or special library must be signed by the librarian and the individual who can legally obligate the institution. An application from an academic library must be signed by the director or dean of the library.

- Grant recipients are required to maintain records of project activities and maintain complete financial accounting of all project related funds (both LSTA and required local match funds).

- Grantees will be required to submit narrative progress and financial reports on a quarterly basis unless otherwise directed in the grant agreement.

- Grant funds must be accounted for separately from other finances of the recipient agency.

- Grantees must make all project related records available to the Institute of Museums and Library Services and the Idaho State Library.

- All project records must be retained for a period of five years.

What Federal Regulations apply to the use of these funds?

- Use of these federal funds is governed by regulations found in the Code of Federal Regulations at 45 CFR 1183.

- Federal grant programs are also subject to restrictions and requirements established by the Office of Management and Budget in OMB Circulars. Many or most circulars are available via websites (such as http://www.whitehouse.gov/WH/EOP/OMB/Grants/); all can be ordered from:

  Office of Management and Budget
  Executive Office Building
  Washington, DC 20503
  phone 202-395-7332

The following Circulars are relevant to recipients of LSTA funds:

	State & Local Governments	Educational Institutions	Non-Profit Entities
General Administrative Requirements	A -102	A - 110	A - 110
Allowable Costs	A - 87	A - 21	A - 122
Audit Requirements	A - 133	A - 133	A - 133

What Certifications are required of the grant recipient?

Recipients of federal grant funds are required to certify, through the signature of a governing authority, that the library or agency will meet certain requirements. The following Certification forms are part of the Full Application, and must be signed and submitted with it:

- Civil rights - grantee certifies that it will comply with all civil rights laws including equal employment opportunity laws.
- Debarment - this assurance requires that grantees not contract with firms which have been placed on a government list of contractors who have been debarred or suspended from receiving federal funds.
- Lobbying - grantee certifies that it will not use any federal funds to lobby or otherwise influence any member of congress or staff of a federal agency.

11. FY1999 LSTA Allocation Plan

Competitive Projects - All types of libraries

The LSTA statute identifies six broad categories for the expenditure of grant funds and the State Library Board has defined two goals for the expenditure of LSTA funds within Idaho. All proposals must fall within these parameters to be considered for funding:

IDAHO GOAL: All libraries participate in a statewide network of libraries that provides Idahoans with local access to global information.

LSTA Categories:

- Establish or enhance electronic linkages among or between libraries
- Electronically link libraries with educational, social, or information services
- Assist libraries in accessing information through electronic networks
- Provide incentives for libraries to establish consortia and share resources
- Pay costs for libraries to share computer systems and telecommunications technologies

IDAHO GOAL: All Idahoans have access to library services.

LSTA Category:

- Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line

- Priorities. LSTA is the primary source of funding for library development in Idaho. The State Library Board wishes to fund those projects which, if successful, would make a *significant long-term* contribution to regional or statewide library development.

  Priority will be given to well-developed proposals that advance *specific* strategies of the library community's Preferred Future (see Section 3 above).

  Highest priority will be given to proposals that lead to or result in:
  - Creation of a library district or consolidation of public libraries into larger jurisdictions, or

- Establishment, enhancement, or expansion (in members or services) of multitype library networks or consortia. (A consortium is any local, statewide, regional, or interstate cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and/or special libraries, for improved services for the clientele of such library entities. [LSTA Sec. 213(2)])

- Types of projects. Proposals may be made for either planning projects or for implementation projects.

- Local match. All LSTA projects under this section project must have at least 25% of the total project budget from local (non-federal) funds as cash match. This means that local funds are actually expended for project activities; in-kind match does not qualify.
  EXCEPTION: Local match for any DEMONSTRATION DISTRICT project is maintenance of local financial support and demonstrated good faith effort to form the district by all participating libraries.

- Project requirements. See the following Appendices in this LSTA Guide for specific project requirements:
  - B, General requirements for all projects
  - C, Requirements for projects involving machine readable records
  - D, Requirements for planning projects
  - E, Requirements for creating library districts
  - F, Requirements for individual CE projects
  - G, Requirements for Read to Me projects

  Requirements for using LSTA funds in projects creating library districts are also found in the State Library's District Handbook, which should be requested from your area Library Consultant if you are planning to create a library district.

Mini grants

- Individual CE grants.
  Subgrants are available to libraries for individual CE projects that support a priority of LSTA. See Appendix F, Requirements for individual CE projects, for details. Contact the State Library Continuing Education Consultant for specific information on local match and the application process.

- Read-to-Me grants.
  $5,000 subgrants are available to 10 public libraries for local Read-to-Me projects . See Appendix G, Requirements for Read-to-Me projects, for details. Contact the State Library Special Projects Coordinator (Reading Projects) for specific information on the

application process.

ISL administered projects

1. STATEWIDE READING PROGRAMS
   Target libraries: Public libraries
   Activities: Summer Reading Program, Read to Me Campaign, adult and family literacy program, Let's Talk About It.

2. STATEWIDE NETWORKING PROGRAM
   Target audience: Idaho citizens and libraries
   Activities: Implement the statewide networking plan, including recommendations of ILNAC study, LiLI enhancements, reciprocal borrowing, Z39.50 capability for additional catalogs, support for advisory groups, and related PR and training.

3. STATEWIDE CE PROGRAM
   Target audience: staff and trustees of Idaho libraries
   Activities: Implement the statewide continuing library education program, including support for individual CE projects, the CE Advisory Committee, workshops, out-of-state presenters, broadcast of teleconferences, program materials, etc.

4. STATEWIDE PLANNING FOR LIBRARY SERVICES
   Target audience: Idaho citizens and libraries
   Activities: Support for advisory groups, follow up on recommendations of the statewide Futures Conference, planning for library district projects, etc.

5. STATEWIDE PROJECT STAFF AND FIELD OFFICES
   Target audience: Library personnel
   Type of project: Personnel expenditures for several statewide programs and the operating expenditures of the State Library field offices.

6. LSTA ADMINISTRATION
   Target audience: Idaho libraries
   Activities: Planning and administering projects under the LSTA program, including distribution of plans and application materials, and the work of the LSTA Advisory Council.

APPENDIX A

ELIGIBILITY REQUIREMENTS

1. FOR APPLICANTS AND PARTICIPANTS - ALL TYPES OF LIBRARIES

A library of any type (academic, public, school, or special) must meet the following Eligibility Requirements in order to participate in a project funded under an LSTA subgrant.

A. The library is, or is part of, a non-profit institution or agency which receives substantial support from public tax revenues.

B. The library has a current, written long range or strategic plan that is available in the library for review.

C. The library consists of a specific, permanent space exclusively designated for providing library services.

D. The library collects, provides, and coordinates access to library materials that are organized according to a nationally accepted classification system.

E. The library serves its clientele free of charge.
- Academic library: its students and faculty
- Public library: all residents of its legal service area (city limits for city libraries and district boundaries for district libraries)
- School library: its students and faculty
- Special library: dependent upon mission

F. The library has regular and published hours of operation.
- Academic library: minimum of 75 hours/week while school is in session
- Public library: minimum of 12 hours/week, including some evening or weekend hours
- School library: minimum of 6 hours/day while school is in session
- Special library: dependent upon mission

List hours:

G. The library employs an administrator who is responsible for the daily operations of the library.

H. The library has at least one paid staff member on duty in the library during the hours the library is open.

I. The library has an operable phone within the place set aside for the library.

Primary phone number:

J. The library loans its materials to other Idaho libraries without charge.

K. The library provides training opportunities for its staff.

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2. FOR SCHOOL AND ACADEMIC LIBRARY APPLICANTS AND PARTICIPANTS

A school library or academic library participating in a subgrant must also meet the following requirements:

A. The school district is accredited by the State Board of Education.

B. The school district employs a certificated media generalist who will administer the grant.

C. The academic institution is accredited by the Northwest Association of Schools and Colleges.

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3. FOR PUBLIC LIBRARY APPLICANTS AND PARTICIPANTS

Because public libraries have as their mission the responsibility of serving the information needs of all member of the community, a public library participant must also meet the following requirements:

A. The library does not charge a fee to any resident of its legal service area for any basic library service. Basic library services include:
   - Usual and reasonable access during posted operating hours to the collections and professional services which are ordinarily, traditionally, and routinely offered to the public in American public libraries.
   - Circulation of library materials, regardless of format.
   - Access to interlibrary loan services. Postage charges for interlibrary loans are assumed by the library, not the user.
   - Reference services, regardless of format.

B. The library must have a completed "Idaho Public-District Library Annual Statistical Report Form" for the preceding fiscal year accepted by, and on file, at the State Library.

C. The library must be legally established and operating in compliance with the Idaho Code.

---

4. FOR LIBRARY CONSORTIUM APPLICANTS

A. The consortium is a local, statewide, regional, or interstate cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and/or special libraries, for improved services for the clientele of such library entities. [LSTA Sec. 213(2)]

B. The consortium members have established formal organizational ties including:
- A long range or strategic plan that identifies member services
- Written agreements among members
- Provisions for adding members and allowing withdrawal from the agreement
- Written policies and procedures for services, such as reciprocal borrowing, shared circulation, materials delivery, cooperative collection development
- A representative governance structure
- A sustaining funding mechanism supported at least in part with local funds

NOTE: If a library consortium's application is approved for a grant, the grant award may be made to one of the consortium's members who fall under section 1, 2, 3, or 5 of this Appendix.

---

5. FOR NON-LIBRARY ENTITIES

To apply for LSTA funds or participate in LSTA-funded projects, a non-library entity must:

- Be a non-profit corporation registered with the Idaho Secretary of State under the Idaho Non-profit Corporation Act (Idaho Code 30-3-1) AND
- Have tax exempt status under Internal Revenue Code Title 26 Section 501(C)3. [Note: The Idaho Constitution prohibits the granting of funds to organizations established for religious purposes.]

OR

- Be tax-exempt as a governmental sub-unit under Internal Revenue Code Title 26 Section 115.

APPENDIX B

GENERAL REQUIREMENTS FOR ALL PROJECTS

1. LSTA AND LOCAL RESPONSIBILITY

A. LSTA competitive grant funds are intended for pilot projects, start-up costs for new services, or other 1-time expenditures.

B. LSTA competitive grant funds are intended to supplement local funds, not replace them. Grant funds must not replace local funds (property tax or general fund revenues) that have been expended for the same purpose, such as for staff, materials, or services or equipment. Maintenance and operations activities, such as regular staff, collection maintenance, ongoing services, etc. are the responsibility of the local library.

C. Start-up costs for school, city, special, and academic libraries are the responsibility of the parent government entity or institution, and not appropriate for LSTA funding. However, the establishment or expansion of an independent public library district is a priority under the Idaho LSTA plan since no other parent entity exists to provide that service.

D. LSTA funds can only be used to pay personnel costs for hours worked above and beyond current workload (up to a maximum of 1 FTE per individual), or for a new employee hired specifically for the grant project.

E. The federal government identifies certain types of expenses that are allowable under LSTA, some that may be allowable, and others that are ineligible. See Section 10 above in this Guide for the appropriate OMB Circular (Office of Management and Budget) for specific information that applies to your project.

F. For all LSTA projects requiring local match EXCEPT DEMONSTRATION DISTRICT projects and some individual CE projects, 25% of the total project budget must be local (non-federal) funds actually expended for project activities (cash match, not in-kind). Local match for any DEMONSTRATION DISTRICT project is maintenance of local financial support and demonstrated good faith effort to form the district by all participating libraries.

G. Unless otherwise stated in the grant agreement, all equipment purchased as part of an LSTA project is considered to be the property of the grant recipient or participant. The grant recipient has the responsibility for installation, maintenance, repair, and ongoing operation of the equipment, and for maintaining adequate inventory records.

H. Project-related training will not be provided by the State Library unless it has been arranged prior to the submission of the Draft Application. Training needs for any project should be addressed in the application.

2. ONGOING COSTS AND PROGRAMS

A. All program costs (operation and maintenance of equipment, supplies, subscription renewal, audits, etc) after the grant period are the responsibility of the grant recipient or participant.

B. Applications to continue existing projects or services may be given a lower priority.

3. PROJECT EVALUATION

Each application must include an evaluation component describing what will be evaluated, how, when, and how the evaluation relates to the project objectives. This evaluation is normally designed and conducted by the grantee.

Because the State Library has a responsibility for monitoring LSTA grant projects, we may select several projects each year for peer review and others for review a year after completion. The process for each project will be developed by the State Library staff in collaboration with the grantee and funded by the State Library's grants administration project. Either process may include the use of an outside evaluator.

APPENDIX C

REQUIREMENTS FOR PROJECTS INVOLVING MACHINE READABLE RECORDS

1. RESOURCE SHARING

A. There must not be any legal restrictions which would prohibit the use of the records in, for example, the LiLI website, statewide union catalogs, regional union lists, or public access catalogs shared among libraries.

B. Access to the bibliographic records created under LSTA projects shall be freely given for any non-profit cooperative library venture, the aim of which is to extend and improve library services within the state.

C. The grant recipient agrees to make available for loan without charge to other Idaho libraries all items represented by records created under LSTA projects except for reference items and other items for which circulation is normally restricted by the recipient (for example: not loaned, loaned for shorter loan periods, not renewable, etc.).

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2. RETROSPECTIVE CONVERSION AND FOLLOW-UP

A. The following first steps in a RECON project are the responsibility of the local library and must be completed PRIOR to the beginning of the grant project:
   1. A thorough weeding of the collection to avoid doing RECON for items that are out-of-date or never used, and
   2. Establishing an accurate shelf list or inventory so the records created will exactly describe the items that your library holds.

   In the Draft Application, identify the date by which these activities will be completed.

B. Projects must result in the sharing of full USMARC records with the rest of the Idaho library community via LaserCat, an existing shared automation system, or an online catalog that is accessible through the Internet or by a telnet connection.

C. The grant recipient agrees to maintain the integrity of records created during the project for at least one year beyond the end of the project. This includes:
   1. Deleting records for items no longer held by the library, and
   2. Editing records for items for which the call number has been changed.

D. In the Draft Application, describe how you will maintain your records in the future including

creating records for new acquisitions. Include how you will address budget and staffing needs.

E. In the Draft Application, identify any of the following which best describe what your library or group of libraries plan to do in this project:
   - First-time RECON
   - Phase II RECON
   - Migrate to a different system
   - Join an existing network
   - Purchase a stand alone RECON (single library jurisdiction)
   - Other (explain)

F. In the Draft Application, identify how the RECON of records will be accomplished:
   - Out-source to a commercial vendor
     - Name the vendor
   - Via the network the library(ies) is/are joining
     - Name the network

G. Enclose with the Draft Application a written, itemized price quote from the vendor or network.

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3. NETWORKING

A. In the Draft Application, identify any of the following which best describe what your library or group of libraries plan to do in this project:
   - First-time purchase of an automated or integrated library system
     - Name the vendor
   - Migrate to a different system
     - Name the vendor
   - Join an existing network
     - Name the network
   - Create a new network
     - Name the network
   - Stand alone system (single library jurisdiction)
     - Name the vendor
   - Other (explain)

B. Enclose with the Draft Application a written, itemized price quote from the vendor or network.

C. As cited in the Idaho Network of Libraries Cost Benefit Analysis, the following standards are critical to a well functioning and integrated library system that will support multiple aspects

of statewide resource sharing:

- Fully compliant with NISO Z39.50, version 3, for searching and accessing online catalogs. Integrated library systems must include both a Z39.50 client and a Z39.50 server.
- Fully compliant with NISO Z39.50 Item Order Extended Service for document ordering
- Fully compliant with ISO 10160 and 10161 ILL Protocol, including the ILL Protocol Implementors Group (IPIG) Profile for transmission of ILL/document delivery requests
- Compliant with NISO Z39.81 draft standard for ILL and circulation data elements, if approved.

The study also recommends that systems purchased by Idaho libraries be fully functional and tested.

In the Draft Application, address each of the above standards, using information from a current Request for Information (RFI), quotation, or other documentation from a vendor. If the desired software or automated system does NOT meet any of the above standards, the Draft Application must document the vendor's status and date by which they intend meeting the standards. Lack of this documentation may result in the application being dropped from consideration.

D. In the Draft Application for a networked automation system, explain how all network members will have year-round access to the network server, and how the server will be maintained year-round.

APPENDIX D

REQUIREMENTS FOR PLANNING PROJECTS

Planning for a district or networking project should include the following activities, but may be done in phases. In the proposal, describe your "plan to plan" and then identify and fully describe the specific activities included in the proposed project.

1. Establishment of a planning committee

2. Process for identifying stakeholders (individuals and groups with a stake in the project's outcome)

3. Proposed site visits to other successful projects that are similar to your project

4. Evidence of board approval from all libraries involved in the planning process

5. Products which may result from the planning process include but are not limited to:

   A. A long range or strategic planning document. Elements in the plan will include:
      1. Description of the community(ies) or geographical region the plan will serve
      2. Roles of the network or cooperative venture
      3. Mission statement
      4. Goals (service and management)
      5. Objectives
      6. Activities
      7. Statement describing the process for reviewing and updating the plan

   B. Written agreements, guidelines, and policies to support the organizational structure of the network or consortia, including one or more of the following:
      1. Joint exercise of powers (Idaho Code Section 67-2328)
      2. Reciprocal borrowing, materials delivery, and/or cooperative collection development policies
      3. A representative governance structure
      4. Provisions for adding members and for allowing withdrawal from the agreement
      5. A sustaining funding mechanism

   C. An LSTA grant application to implement the resulting plan. Elements of the application will include:
      1. Description of the community the project will serve
      2. Library roles the project will fulfill
      3. Library mission the project will fulfill
      4. Goal of the implementation project

5. Objectives
6. Activities
7. Evaluation
8. Budget
9. Timeline

D. If the result of the planning process is that no project is to be pursued, provide a report which explains why the original idea/concept will not work including the reasons justifying that conclusion/decision.

APPENDIX E

REQUIREMENTS FOR PROJECTS CREATING, EXPANDING, OR CONSOLIDATING LIBRARY DISTRICTS

The provisions of Idaho Code Title 33, Chapters 26 and 27, apply to these projects.

1. PLANNING FOR A DISTRICT PROJECT

A. The applicant must be a legally constituted district or city library.

B. A feasibility survey must be done prior to any election for city/district consolidation that is part of a grant project. A library may request that such a study be conducted as a prelude to the planning year or as part of the planning year. The study will be conducted by an outside party via contract with the State Library and in collaboration with the applicant library. Contact your Public Library Consultant for details.

C. Planning for a district establishment or consolidation should include the following activities, but may be done in phases. In the proposal, describe your "plan to plan" and then identify and fully describe the specific activities included in the proposed project.
   1. Establishment of a planning committee
   2. Consideration of boundaries of the proposed entity
   3. Estimated assessed valuation and population of the proposed entity
   4. Process for identifying stakeholders (individuals and groups with a stake in the project's outcome)
   5. Conduct of a feasibility survey, if one has not be done previously (see B above)
   6. Development of a plan for promoting the proposed entity
   7. Proposed site visits to other successful demonstration district or consolidation projects
   8. Estimated income and expenditures, with amount, source, and timeline, for three years of the proposed entity:
      a. Implementation year
      b. First year as a new or expanded district
      c. Second year as a district
   9. Identification of next steps which will result from the planning process. Examples of next steps include, but are not limited to:
      a. Development of the grant proposal for the implementation year. Elements of the proposal will include:
         1. Goal of implementation project
         2. Objectives
         3. Activities
         4. Evaluation
         5. Budget

6. Timeline

b. A report which explains why the proposed consolidation or demonstration will not be pursued at this time.

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2. DEMONSTRATION DISTRICT - ANNEXATION

A. The project applicant must be a legally constituted district library.

B. The following information about the area to be served must be included in the proposal:
   1. Boundaries
   2. Population of the unserved area (minimum of 500 people) and of the proposed enlarged district, with source of data (1990 census or current data from the Idaho Department of Commerce)
      NOTE: Number of unserved people added will be a factor in evaluating the project proposal. An explanation of why the area(s) were selected will be helpful.
   3. Assessed valuation (Tax Commission estimate) of the unserved area and of the proposed enlarged district
   4. Purpose of the project; why you want to do this
   5. Objectives of the demonstration
   6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided
   7. Date of election (see Idaho Code 34-106, Limitation upon Elections)

C. The proposal must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The proposal must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. Local match for a demonstration district project is maintenance of local financial support and demonstrated good faith effort to form the district by all participating libraries. The LSTA share is a maximum of .06% of the assessed market value of the proposed district.

E. In order for funds to be awarded, the proposal must include a letter from the county commissioners in the county(ies) involved. The letter must state that the commissioners agree to hold an election or agree to honor a successful petition concerning the annexation prior to the end of the project year.

F. If the annexation takes place, the enlarged district may apply to the State Library in the subsequent year for funds for first year district operations to serve previously unserved members of the district. Approval of such a proposal is not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. See 6,

First Year District Operations or Equalization of Services, below.

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3. DEMONSTRATION DISTRICT - ESTABLISHMENT

A. The applicant must be a legally constituted library that receives public funds.

B. The following information about the area to be served must be included in the proposal:
   1. Boundaries
   2. Population of the proposed district, with source of data (1990 census or current data from the Idaho Department of Commerce). According to Idaho Code 33-2703(5), the new district must have a population of at least 1,500 people
   3. Assessed valuation (Tax Commission estimate) of the unserved area and of the proposed enlarged district. According to Idaho Code 33-2703(5), the new district must have an annual budget of at least $25,000 from ad valorem revenues
   4. Purpose of the project; why you want to do this
   5. Objectives of the demonstration
   6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided
   7. Date of election (see Idaho Code 34-106, Limitation upon Elections)

C. The proposal must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The proposal must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. Local match for a demonstration district project is maintenance of local financial support and demonstrated good faith effort to form the district by all participating libraries. The LSTA share is a maximum of .06% of the assessed market value of the proposed district.

E. In order for funds to be awarded, the proposal must include a letter from the county commissioners in the county(ies) involved. This letter must state that the commissioners agree to hold an election to establish a library district prior to the end of the project year. The proposal must also include a letter from the council of each city located in the proposed district. The letter(s) must state that the council(s) agree to include the city electors in the election.

F. If the establishment takes place, the new district may apply to the State Library in the subsequent year for funds for first year district operations. Approval of such a proposal is not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. See 6, First Year District Operations, below.

G. The board of a library district formed as a result of this project will be required to:
   1. Levy initially for maintenance and operations at .06% per dollar of assessed market value, or levy at a rate not more than the legal limit which yields at least $15.00 per capita and the minimum annual budget of at least $25,000 from ad valorem revenues (Idaho Code 33-2703(5)). Bonds (Idaho Code 33-2728) and levies for start-up costs (Idaho Code 33-2724) and plant facilities (Idaho Code 33-2729) may be used in addition to the levy for maintenance and operations.
   2. New districts serving 10,000 people or more must hire a director with an MLS. A waiver may be granted by the Idaho State Library for extenuating circumstances. To request a waiver, the new library district board must submit a description of the extenuating circumstances to the State Library Board within 12 months of the district establishment.

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4. CONSOLIDATION OF DISTRICT LIBRARIES

A. The proposal must be made jointly by the library boards proposing to consolidate.

B. The following information about the proposed new district must be included in the proposal:
   1. Boundaries
   2. Population of the proposed new district, with source of data (1990 census or current data from the Idaho Department of Commerce). According to Idaho Code 33-2703(5), the new district must have a population of at least 1,500 people
   3. Assessed valuation (Tax Commission estimate) of the proposed new district. According to Idaho Code 33-2703(5), the new district must have an annual budget of at least $25,000 from ad valorem revenues
   4. Purpose of the project; why you want to do this
   5. Objectives of the consolidation
   6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided to all parts of the proposed new district

C. The proposal must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The proposal must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. The boards involved in the project must sign a contract for joint services by the end of the first quarter of the project. The boards must also agree to meet jointly to discuss consolidation at least twice during the project year. Prior to the end of the project year, the library boards must vote on the question of consolidation.

E. If the consolidation takes place, the consolidated district may apply to the State Library in the subsequent year for funds for first year district operations. Approval of such a proposal is not

not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. See 6, First Year District Operations, below.

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5. CONSOLIDATION OF DISTRICT AND CITY LIBRARIES

A. The proposal must be made jointly by the library boards proposing to consolidate.

B. The following information about the proposed enlarged district must be included in the proposal:
   1. Boundaries
   2. Population of the proposed enlarged district, with source of data (1990 census or current data from the Idaho Department of Commerce)
   3. Assessed valuation (Tax Commission estimate) of the proposed enlarged district
   4. Purpose of the project; why you want to do this
   5. Objectives of the consolidation
   6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided to all parts of the proposed enlarged district
   7. Date of election (see Idaho Code 34-106, Limitation upon Elections)

C. The proposal must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The proposal must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. The boards involved in the project must sign a contract for joint services by the end of the first quarter of the project. The boards must also agree to meet jointly to discuss consolidation at least twice during the project year.

E. The proposal must include letters from the city council(s) and the district library board(s) involved that state they agree to hold an election on the question of consolidation prior to the end of the project year.

F. If consolidation takes place, the consolidated district may apply to the State Library in the subsequent year for funds for first year district operations. Approval of such a proposal is not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. See 6, First Year District Operations, below.

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6. FIRST YEAR DISTRICT OPERATIONS OR EQUALIZATION OF SERVICES

A. The proposal must be made by a library involved in an annexation, establishment, or consolidation project during 1997. If the proposal is submitted prior to the election or decision to consolidate, consideration of the proposal will be contingent upon the outcome of the election or decision. The eligibility requirement to have an approved long range plan on file with the State Library will be waived for a newly created library district (see B.8 below).

B. The following information about the proposed new or enlarged district must be included in the proposal:
   1. Population of the proposed district, with source of data (1990 census or current data from the Idaho Department of Commerce)
   2. Assessed valuation (Tax Commission estimate) of the proposed or new district, and the amount of ad valorem revenue that will be generated by a .06% levy
   3. Benchmarks, major accomplishments, major changes in the demonstration district or consolidation implementation project to date
   4. All sources of funding, including the amounts from each expected to be available during the project year and when (city, levy for start-up costs, tax anticipation notices, grants, etc)
   5. The major objectives, strategies, and activities planned for the new district's first year
   6. If applicable, how the requirement to hire a director with an MLS will be met
   7. The process and timeline for developing district administrative structure, policies, and procedures
   8. The process and timeline for developing or updating a long range plan for the proposed district by the end of the project year

C. Applicants for first year operations projects must consider other allowable tax revenues for a new or enlarged district (see Idaho Code 33-2724, general preliminary expenses for newly created library districts, and Idaho Code 63-3102, revenue anticipation notes for taxing districts) and include an evaluation of those alternatives in the proposal.

APPENDIX F

REQUIREMENTS FOR INDIVIDUAL CONTINUING EDUCATION PROJECTS

Subgrants to libraries are available for locally planned CE projects that address the following:

1. Grants to support individual or group activities to meet an identified need of a library that is consistent with the priorities of LSTA.
   - Application may be made throughout the year on a special form.
   - *Match:* 25% local funds, 75% LSTA funds (maximum of $750).

2. Grants to support an individual or group for a CE need of the Idaho library community.
   - Needs, activities, and potential participants are identified by the State Library.
   - *Match:* None.

3. Grants to support a library employee for first time attendance at a major state, regional or national library conference.
   - Application may be made throughout the year on a special form.
   - *Match:* All costs other than registration, airfare or mileage, and lodging.

4. Grants to support a library director to attend university or college library science courses to meet formal educational guidelines set by the State Library. Grants will be made for full tuition for in-state undergraduate library science courses, and up to $300 per semester for tuition for ALA-accredited masters degree courses.
   - Application is made by letter from the library director, stating the name of the employee, and the name of the course that the grant would support. The student must receive a grade of C or better for undergraduate courses; B or better for graduate courses.
   - *Match:* All other costs of attending the course.

Contact the ISL Continuing Education Consultant for specific information on the application process and timeline.

APPENDIX G

REQUIREMENTS FOR READ - TO - ME PROJECTS

Ten libraries will be selected to receive grants of $5,000 each to plan and implement an outreach service designed to involve at risk families and their children in learning about how to read aloud and use the library as a reading resource. Family risk factors include living below the poverty level, teen parents, parents who do not have a high school diploma or GED, parents who do not speak English as their primary language, single-parent families, and parents who are impacted by domestic abuse and/or alcohol/drug abuse.

Services might focus on outreach to Head Start, collaboration with the health care community, outreach to teen parents, outreach to adult or family literacy programs, or library programs such as lapsit programs and parent workshops for at risk families.

No local match is required.

Contact the State Library Special Projects Coordinator (Reading Programs) for specific information on the application process.